



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Index Employee Expectations

Section: Employee Expectations

Policy : 600

Amended:

- 601 Staff Shift Schedules
- 602 Monthly Attendance Record
- 603 Zimbra Time Sheet Summary
- 604 Staff Absences/ Calling In
- 605 Application for Leave
- 606 Unexpected Closure & Time (816)
- 607 Application for Overtime/Comp-time
- 608 Activity Proposals & Field Trips
- 609 Monthly Reports
- 610 Dress Code
- 611 Direct Deposit
- 613 Mohawk Council's General Personnel Policy
- 614 CPR & First Aid
- 615 Membership with the College of Early Childhood Educators
- 616 Security Pogs & Access Cards



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Staff Shift Schedules

Section: Employee Expectations

Policy : 601

Amended:

Policy: Schedules will be based on the needs of the program, proper coverage to ensure the operation of the program.

Procedure: Assigning staff shifts schedules is the responsibility of Supervisors, eight hour shifts will be allotted to all staff between 7:30am and 5:00pm.

Rotation is also at the discretion of the Supervisor, but can also be a team discussion.

Employees are expected to arrive early for their shift, but must only clock in at their designated time and work their full shift. Coming in late and making up your time at the end of the day is prohibited.

Prior approval is needed for overtime, otherwise excess time will be deleted.

If children have all left for the day, staff must remain on site until we close or use their leave credits to leave early. Planning or cleaning can be done when children are gone.

Supervisor's schedule is set by the Program Manager to ensure their availability to all parents and to ensure that important center concerns are addressed each day.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Monthly Attendance Record - ZIMBRA

Section: Employee Expectations

Policy : 602

Amended:

Policy: All staff are required to accurately record their daily hours of work on the Monthly Attendance Record Form. This record is used by the site supervisors to complete the Time Sheet Summary for payroll purposes. At the end of each month, these forms will be sent to the payroll department for verification of hours worked.

Procedure: Site Supervisors will provide a Monthly Attendance Record form for each employee including all supply staff.

- Employees will enter their time of arrival and departure. Accuracy is important in completion of this form, in the event of an emergency on the premises or in the event the record is being used as part of an investigation.
- If an employee has not worked the full 8 hour shift, a notation in the comment section will indicate to what benefit the time loss is to be applied or the reason a full 8 hours was not worked. Conversely, if a staff member is asked by the supervisor to work over the 8 hours or attend a meeting or workshop in the evening or on a week-end, a notation to that effect will also be made.
- It is important to note that in any comp time earned by staff must be given prior approval of the supervisor and be taken as close to the date accrued as possible. For each hour of overtime, staff will be compensated at 1 ½ times their hourly wage.
- Staff benefits are automatically calculated in Zimbra.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: - ZIMBRA Time Sheet Summary

Section: Employee Expectations

Policy : 603

Amended:

Policy: Site supervisors are responsible for submitting Time Sheet Summary forms to the Child Care Administration Office for final review and approval by the program manager. These forms are due by noon on the Friday before payday.

Procedure: Time sheets will be entered by staff and monitored, and adjusted by Supervisors. The Program Manager will approve all time cards on a bi-weekly basis.

Leave Request Forms must be submitted electronically.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Staff Absences/Calling In

Section: Employee Expectations

Policy : 604

Amended:

Policy: In the event that a staff member is unable to report for duty it is necessary to replace them, thereby maintaining child/staff ratios. Arranging supply staff is the responsibility of the site supervisor, who will make sure that staff absences disrupt the program as little as possible.

Procedure: Staff will inform their supervisor when they are unable to come to work. After hours and before 9 pm, the supervisor will be called at home. A short explanation for the absence will be given and an indication as to when the staff member may be able to return to work.

If the length of time away from work is unknown, the staff member will call the centre before the supervisor leaves work the next day in order to ensure adequate staffing for the following day.

Sometimes a staff member does not know the night before that they will be unable to report for work the next day. In this case, staff will call the centre at 7:30 am and the person on the early shift will call a supply staff in, from the list of available staff kept close to the phone. A notation will be put in the daily log to indicate the staff member is not coming in, with a brief explanation and the name of the person replacing them.

Calling the centre in the a.m. to indicate an absence is not recommended. Staff are asked to be considerate of the needs of the program. It is difficult to secure a supply staff at this time of day. If a staff member does not feel well the night before they will likely not feel well in the morning.

Leave During the Work Day

Policy: When staff report to work in the morning, they are expected to work an 8 hour shift, which includes a 1 hour paid lunch hour on or off site. The only reason staff will be allowed to leave without prior notice would be in the case of illness, injury or an extreme family emergency.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Unexpected Closures of Centers - Time

Section: Employee Expectations

Policy : 605/817 (Safety)

Amended:

Policy: On occasion, centers must close unexpectedly for emergencies or adverse weather conditions. Site supervisors will take action that ensures the health and safety of staff, parents and children.

Procedure: Staff are expected to remain on site until the last child has left, and keep within ratio. The first staff to arrive at work will be the first to be released. No extra time will be allotted for remaining on site to stay with a child.

Time & Inclement Weather Closure

Policy: Permanent MCA employees are to report to work as soon as they can get in, even when the centers are closed to children, unless the announcement on CKON indicates a closure of the entire MCA organization.

During inclement weather, the Executive Director will assess the situation and determine whether there will be a delayed opening or a closure for that day. A notice will be placed with CKON radio before 7:00 am. staff are reminded to tune in.

If a staff member does not report for work, they must call the centre to indicate that lost time will be applied to their vacation or personal benefit.

In the event of a delayed opening, permanent staff that are already at work will remain, and no time credit allotted, should notification of a closure of entire MCA organization is announced staff may leave. If child-staff ratios are low an arrangement may be made with the site supervisor for staff to leave early.

Regardless of the weather conditions, staff or parents will not be refused entry to the centers for shelter until the inclement weather clears and it is safe to return home.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Application for Leave

Section: Employee Expectations

Policy : 606

Amended:

Policy: Staff must document absences and request to apply leave benefits.

Procedure: To apply for time off, with or without pay, staff will complete an Absence note in Zimbra and complete an MCA Application for Leave form and submit to the site supervisor. As per the GPP vacation leave requests of 5 days or more must be made at least two weeks in advance. Requests of 4 days or less may be made anytime, but only if adequate child-staff ratios can be met. Site supervisors will grant personal time on the same basis.

It is the responsibility of the site supervisor to approve all applications presented to them. All forms will be signed, dated by both the staff and supervisor and submitted to Human Resources with bi-monthly time sheets.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Application for Overtime/Comp-time

Section: Employee Expectations

Policy : 607

Amended:

Policy: On occasion, at the discretion of the site supervisor staff may be required to work over the 80 hour pay period. When comp-time has occurred, it must be used within the two week pay period.

When overtime is indicated, staff will be paid at the rate of 1.5 for each hour worked and comp-time will be paid hour per hour.

Procedure: At the approval of the site supervisor, the following form will be filled out and signed by the employee, signed by the site supervisor indicating supervisory action. Supervisors will not be paid out overtime.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Activity Proposals & Trips

Section: Employee Expectations

Policy : 608

Amended: 9/27/16

Policy: Special Activities outside the normal themed plans requiring extra funding or to leave the premises must be requested by way of activity proposals and approved by Supervisor and PM.

Procedure: Employees will fill out the attached form two weeks prior to activity with quotes and completed purchase orders and/or check requests. Activities must be age appropriate and educational in form.

Staff take the children for walks in the areas local to their centers. Staff will wear reflective clothing, carry emergency info for each child, a cell phone, an emergency kit, a list of children in attendance that day. There are also field trips with the permission of the parent/guardian. Chaperones may be required depending on the developmental abilities of the child.

ACTIVITY PROPOSAL

AKWESASNE CHILD CARE PROGRAM

CENTER:

NAME OF ACTIVITY:

TARGET GROUP:

WORKER(S):

SUBMISSION DATE:

GOAL: (WHAT YOU HOPE TO ACCOMPLISH WITH THE PARTICIPANTS?)

TIME & LOCATION: (TIME FRAME & WHERE)

MATERIALS NEEDED:

COST ESTIMATE:

- MEALS\FOOD\SNACKS:COFFEE \$
- ADMISSION\EVENT: \$
- SUPPLIES: \$
- MISCELLANEOUS COSTS: \$

TOTAL COST ESTIMATE: \$

APPROVE	REWORK	HOLD	REJECT
---------	--------	------	--------

SUPERVISOR'S SIGNATURE & COMMENTS:

PLEASE ATTACH ALL PO'S, CHECK REQS. & EVALUATION FORM

APPROVE	REWORK	HOLD	REJECT
---------	--------	------	--------

PROGRAM MANAGER'S SIGNATURE & COMMENTS:



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Monthly Reports to Program Manager

Section: Employee Expectations

Policy : 609

Amended:

Policy: The program manager will receive reports on a monthly basis from site supervisors.

Procedure: The following form will be used to guide supervisors in their reporting duties. It should be submitted by the first Friday of the following month.

AKWESASNE CHILD CARE PROGRAM

Monthly Report Form

Month:

Centre:

Summary of Program Goals and Objectives:

Field Trips, Travel/Training:

Organization and Structure:

Personnel:

Staffing:

Meetings:

Visitors:

Successes:

Road Blocks to Achievements:

Goals for Next Month:



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Dress Code

Section: Employee Expectations

Policy : 610

Amended:

Policy: It is the responsibility of all staff/volunteers/students/supply to dress appropriately for work in the Akwesasne Child Care Program.

Procedure: The dress code applies to classroom staff and Supervisors.

The following outlines protocol for dress in the child care program Non-compliance of this policy could lead to disciplinary action and time used to change clothing will be at the expense of the employee :

- **Dressing for Comfort:** Working with young children requires sitting, bending, reaching and sometimes getting clothes stained and dirty. Staff should wear loose-fitting and inexpensive clothing.
- **Dressing to Meet the Public:** Staff members greet parents on a daily basis and the centre often has visitors. Staff will not dress provocatively; making sure their body is well-covered. Clothing that reflects a professional workplace will be worn. Inappropriate clothing includes short-shorts, halter tops, strappy tank tops, anything showing underwear is unacceptable. Discretion is left up to supervisor for questionable clothing.
- **Dressing for Outdoors:** One of the duties of an ECE is to supervise and interact with children on the playground. In cold, winter weather, the children go outside to play. In order to determine actual conditions and ensure they are as warm and dry as the children, staff will be required to dress in a similar fashion. Ski pants or thick, loose jogging pants over regular indoor clothing are needed. Hats, mitts, scarves and warm winter boots are also required.
- **Dressing to Ensure Safety:** As per the ACCP Ergonomic Policy staff must wear supportive shoes in order to be safe around active children. Flip-flop type sandals, slip on shoes, and open toed shoes will be a hazard for staff members who must move quickly to assist a child and are prohibited. Socks and running shoes are recommended.
- Proper hygiene is a must and perfume is prohibited in case of allergic reaction.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Direct Deposit

Section: Employee Expectations

Policy : 611

Amended:

Policy: Any employee receiving wages from the Mohawk Council of Akwesasne is entitled to direct deposit.

Procedure: The following Direct Deposit document will be filled out and submitted to the supervisor who will forward it to the Human Resources office of MCA.

MOHAWK COUNCIL OF AKWESASNE

DIRECT DEPOSIT REQUEST FORM

If you choose to have your payroll check deposited directly into your bank account, provide following information:

Employee Name: _____
First Middle Initial Last

Employee No: _____

Bank Name: _____

Address: _____

Postal Code: _____

Bank Phone No: _____

Bank Code: _____ Transit No: _____

Checking Account No: _____

Attach voided check below

Savings Account No: _____

Must Provide Verification of Account # from Bank

Indicate which deposit you are requesting below:

1. Full Deposit: _____

2. Partial Deposit: _____ Amount: \$ _____

3. Partial Deposit: _____ Amount: \$ _____

Please attach a Voided Check here with the form completed:

Employee Signature

Date



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Mohawk Council's General Personnel Policy

Section: Employee Expectations

Policy : 613/205

Amended:

Policy: All staff of the child care program are also staff of the Mohawk Council of Akwesasne and they also fall under the General Personnel Policy.

Procedure: The employee expectations are in line with the General Personnel Policy however the employees of the child care program must also adhere to the employee expectations outlined within this policy that are specific to the program.

The employees must also adhere to the standards within the Child Care Early Years Act, the Ontario Ministry of Education licensing standards as well as the College of Early Childhood Educators of Ontario if they are registered as an Early Childhood Educator.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: First Aid & CPR

Section: Employee Expectations

Policy : 614/818

Amended:

Policy: The following persons shall have a valid certification in standard first aid, including infant and child CPR issued by a training agency recognized by the Workplace Safety and Insurance Board:

- Supervisor of Akwesasne child care centers
- Every employee of Akwesasne child care who is counted for the purposes of meeting the ratios required.
- This includes employees who may occasionally be counted in ratio as well as occasional staff to have first aid training including infant and child CPR.
- Where a person is not able to obtain the standard first aid certification with infant and child CPR due to a disability, the licensee will have on file an exemption letter for review from the Ministry director.

Procedure: Every two years a St. John Ambulance Standard First Aid & Infant/Child CPR will be offered by ACCP. Staff who require a current certificate will be enrolled in the course, and all expenses will be paid by the agency for all full time/part time employees.

It is the responsibility of the Supervisor to ensure that their staff are current with CPR and that the current certificate is in the staff file and available upon request.

A tracking log must be kept by the center supervisor to ensure that each staff within the center is in compliance.

Insert Sample CPR & First Aid Tracking Log.

Sample Log - Staff

First Aid and Infant CPR (O. Reg 137/15, ss. 58(2)) To be fully completed by September 1, 2016.

Name	Position	Date of Certification	Renewal Date	Requires First Aid/Infant CPR	Plan of Action: Insert proposed date of certification	Completion Date Initial	Renewal Date
Exemption Letter on file for the following:		Name of staff:		Name of staff:			

Subject: Membership with the College of Early Childhood Educators	
Section: Employee Expectations	
Policy : 615	Amended:

Policy: All Early Childhood Educators employed by the Akwesasne Child Care Program (ACCP) must be registered and maintain good standing with the College of Early Childhood Educators (CECE) of Ontario.

Procedure: Upon application of employment with ACCP, all registered Early Childhood Educators (RECE) must show proof of membership to the CECE.

It is the responsibility of the RECE to maintain their membership, and it the responsibility of the center supervisor to ensure that their staff submit their documentation annually to be placed in their staff file.

All RECEs will pay their annual dues and submit their receipts to ACCP for reimbursement, ACCP may decline reimbursement at any time due to budget constraints (non-permanent staff or staff on leave).

Failure to maintain membership may result in removal of placement within an independent classroom, and placement on a non-certified salary grid, and further disciplinary action depending on why membership was lost.



Akwesasne Child Care Program Policies and Procedures Manual

Subject: Security Pogs & Access Cards

Section: HR, Employees Expectations, Safety, Facilities Management

Policy : 421, 616, 821, 913

Amended:

Policy: Access to the buildings is limited to ensure safety, staff are granted access and must ensure safety of facility at all times.

Procedure: All staff must obtain security cards on hire from the ACCP administration office to gain access to the building in which they are employed only. Staff must not access to the building after hours without permission of the supervisor.

This card is issued and identified to the cardholder along with an access code. This card or code is not to be shared.

A security code is also granted with the security card to be given to the security company when they call during fire or emergency.

It is your responsibility to report when your card is lost or stolen. In the event of a lost card the replacement card will cost \$20. In the event of a break in or stolen merchandise and it is found that access was gained by the unreported lost card, charges may be laid on the card holder.